Sherwood Public Library
Monthly Management Report
August 2015

Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

1) Statistics
2) Programs & Activities
3) Service Stories

Statistics

Monthly Circulation	Last month	This month	This month last year	% Change from same month last year	% Change from last month
Physical check outs & renewals	32,011	**31,095**	30,326	2.5%	-2.9%
Self-checkouts only	8,692	**8,426**	7,914	6.5%	-3.1%
% @ self-check	27%	**27%**	26%	3.8%	-0.2%
Digital checkouts (Library2Go)	1,306	**1,213**	1,239	-2.1%	-7%
Digital checkouts (3M)	500	**452**	n/a	n/a	-10%
Total digital checkouts	1,806	**1,665**	1,239	34.4%	-8%
% of total checkouts	5.3%	**5.1%**	3.9%	29.5%	-5%
Total check outs	33,817	**32,760**	31,565	3.8%	-3.1%
Checkouts per capita	1.5	**1.5**	1.4	2.3%	-3.1%
Checkouts per card holder	2.9	**2.8**	2.7	3.8%	-4.2%
FTE	10.08	**10.08**	8.23	22.5%	0.0%
Checkouts per FTE	3,355	**3,250**	3835	-15.3%	-3.1%

- *Total checkouts, including digital, are up nearly 4% compared to August 2014.*
- *27% of local Sherwood Public Library accounts were active this month.*

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	138	119	122	-2%	-16%
Total registered users	11,452	11,581	11,712	-1%	1%
Active this month	3,098	3,106	377	724%	0%

NOTE: Database purge & patron activity algorithm update in February, 2015.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	332	429	379	13%	81.4%	82%

Sherwood Public Library has a dedicated budget of nearly $98,000 just for adding items to the local collection of books, periodicals, movies, music, books on CD, and other formats for all ages. Six MLIS Librarians select titles based on local interest, reviews, popularity, and to provide a well-rounded collection for our patrons. We implemented new efficiencies this FY and are right on track for spending our materials budget in a timely manner.

Volunteers	August	Equivalent FTE	# of volunteers
Checkin (returns)	74.25	0.43	15
Checkin (tasket processing & holds)	51	0.29	6
Summer Reading Assistant	8.5	0.05	5
Requests to fill	23.25	0.13	5
Clerical/office asst	11	0.06	1
Youth Services Assistant	5.75	0.03	3
Shelving	12.5	0.07	3
Adopt-a-shelf	2.25	0.01	2
Community Event	2	0.01	1
Bulletin Board	5.5	0.03	1
Grand Total	196.00	1.13	34
Last month	222.54	1.22	31
% change	-14%	-8%	9%
YTD	434.04		

*We had 9 more volunteers this August than August 2014, making **new programming and community events possible***

*With nearly 22,000 visits in August, that's an average of **one visit per capita** for our service area that extends past the City boundary.*

Visits last month	This month	% Change from last month	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
22,983	21,854	-4.9%	264	31	83	705	118

Social media	Aug-15
Facebook	517
Twitter	157
Instagram	71

Programs & Activities

Youth & Family Programs:

- Angel Ocasio, Summer Reading @ the Center—238 attendees
- Tuesdays are for Superheroes (partnership with Sherwood Schools)—23 attendees
- Wii University (4 sessions)—23
- Let's Make a Village—5 participants
- Amazing Food Detective—19 participants
- Pete the Cat party—20 participants
- Paperback Pals book group—7
- Superhero Training Camp—52 participants
- Read to the Dogs (2 sessions)—11 participants
- Storytimes
    - Saturday Family Storytime -- 10 children & 7 adults—17 total
    - Toddler Storytimes, Tuesdays & Wednesdays: 217 children, 159 adults—360 total people (8 storytimes)
    - Preschool Storytimes, Tuesdays & Wednesdays: 201 children, 106 adults—279 total people (8 storytimes)
    - Baby Time: 42 children, 33 adults—75 total people (4 storytimes)

Total participants: 1,111 people

Adult & Teen Ages Programs:

- Jenn Bosworth, author—4 participants
- Artist Trading Cards with Susan Kent—16 participants
- Adult Summer Reading participants—291

Total participants: 311 people

> *Grand total program & outreach participation:*
> **1,792.**

Outreach:

- Movies in the Park (3 nights of bubbles, blocks, and fun; 1 night joint with WCCLS for mostly an adult audience), 220 participants
- Music on the Green (more bubbles, blocks & fun), 63 participants
- Helping Hands, share library fliers

Total participants: 370+ people

Other Activities:

- Displays: Bilingual books, A Will is not Enough, Documentaries, Robin Hood, Ann Rule RIP
- Board Games for use in the library
- Grants—
    - Submitted Community Enhancement Program application for Open Mic SLAM! program series (won!)
    - Submitted Ready to Read grant for Summer Reading (won!)
- Washington County Cooperative Library Services Meeting attendance:
    - Adult Services (Pinn Crawford)
    - CircUs (Jenny)
    - Policy Group (Adrienne)
    - Art of the Story Committee (Jenny Swanson)
- Other meetings:
    - Main Street meeting (Adrienne)
    - Friends of the Library (Adrienne)
    - Chamber Breakfast Meeting, School District updates (Adrienne)
    - WCCLS & City of Sherwood IT (Adrienne & Jenny)
    - Library staff meeting (all)
- Staff trainings:
    - Pacific Northwest Library Association conference (Pinn Crawford & Jaime Thoreson)
    - Grant proposal writing (Crystal Garcia)
    - Social Media Training for Levy (Pinn)
    - New volunteer (Jenny & Kacie Holt)
- Presentations:
    - Morning Rotary levy presentation (Adrienne)

> *Successful grant applications submitted with **pending awards for over $4000 toward library programming.***

Service Stories

Thank you again for having [board games]. My family and I had a great time playing them a few weeks ago. –Comment on Facebook

A woman who had to get her brakes fixed at the Chevron today was able to spend a couple of unexpected hours here in the library, browsing books and taking her time, something she normally doesn't get to do. She said it was her favorite way to spend an afternoon!—Submitted by Pinn Crawford, Librarian

A mom just came up to me and told me that her daughter and her friend were starting their own book club, and wanted to know if they could read together in the fireplace area.—Submitted by Pinn Crawford, Librarian.